

THE COMMONWEALTH OF MASSACHUSETTS

**EXECUTIVE OFFICE OF ENERGY &  
ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION**

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ONE WINTER STREET, BOSTON, MA



**Request for Interest (RFI)**

**AWWA M36 Water Audits**

**Agency Document Number: BWR 2017-07  
July 19, 2016**

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## 1 RFI INTRODUCTION AND GENERAL DESCRIPTION

### 1.1 Description

The Commonwealth of Massachusetts Department of Environmental Protection (MassDEP) is soliciting interest from Water Management Act (WMA) permit holders to receive an American Water Works Association (AWWA) M36 Level 1 or Level 2 AWWA M36 Audit with a bottom up component analysis from a private consulting firm (the consulting firm has yet to be determined). The selected WMA permit holders are required to participate in the AWWA M36 Audit; however, the consulting firm hired by MassDEP will guide the audit and provide a report to the permittee and MassDEP following its completion.

Based on the response to this Request for Interest (RFI), a list of WMA permittees approved for the completion of a Level 1 AWWA M36 Audit, or a Level 2 AWWA M36 Audit with a bottom up component analysis will be included in a consulting services Request for Response (RFR) to be released by MassDEP later this year. The purpose of that RFR will be to select the consulting firm that will conduct the AWWA M36 Audits. A final list of WMA permittees slated to receive an AWWA M36 Audit will not be available until after a consulting firm is selected by MassDEP (time and funding may constrain the number of AWWA M36 Audits that can be completed).

### 1.2 Background

The AWWA M36 Audit methodology has been successfully implemented in other state programs throughout the country. MassDEP is piloting the AWWA M36 Audit as a common methodology for public water systems (PWSs) throughout the Commonwealth to clearly articulate water loss needs and objectives. Developing uniform approaches for identifying and communicating water loss will allow PWSs and state agencies to work together to more efficiently set infrastructure and management goals that minimize costly non-revenue water production, prioritize the replacement of aging or failing infrastructure, and manage infrastructure assets. For WMA permittees that do not meet their Unaccounted for Water (UAW) Performance Standard of 10 percent or less, this AWWA M36 Audit will assist with meeting WMA permit conditions; a water audit is required when a permittee is not meeting the UAW standard.

### 1.3 Eligible Entities

Eligible entities are PWSs and municipalities with current WMA permits. Level 1 audits are available to PWSs that have not done an AWWA M36 water audit before, or have done a recent AWWA M36 audit but did not obtain a data validity score over 51. Level 2 water audits will be available to PWSs that have recently completed an AWWA M36 audit, and obtained a validity score of 51 or greater.

## 2 ESTIMATED CALENDAR

EVENT	DATE
RFI Release Date	July 19, 2016
RFI Close Date	August 15, 2016
Consulting Firm RFR Release Date	August 29, 2016

<b>Consulting Firm RFR Close Date</b>	September 26, 2016
<b>Estimated Notification of Successful Bidder(s)</b>	October 22, 2016
<b>Estimated Consultant Contract Start Date</b>	November 4, 2016
<b>Consultant Contract End Date</b>	June 30, 2017

### 3 DATA NEEDS

Applicants must gather and have readily available the following detailed system information for the calendar year 2015 by November 4, 2016 for inclusion in this AWWA M36 Audit pilot grant program:

- production metering and error,
- distribution system pressures,
- reservoir or tank storage numbers,
- water imported,
- leak detection and repair,
- customer metering and billing and potential errors,
- authorized consumption from flushing, fire-fighting and related activities,
- water conservation activities,
- water rates and production costs, and
- infrastructure rehabilitation.

Depending on the applicant, data will be validated to a Level 1 or 2 Validation, described in the AWWA M36 Audit data manual. The manual can be downloaded at

[www.awwa.org](http://www.awwa.org)

From data collection through the completion of the AWWA M36 Audit, MassDEP estimates that it will take the applicant approximately 100 hours to complete all work.

### 4 EVALUATION CRITERIA

Applicant responses will be used to rank applicants and will determine who will be eligible for the completion of an AWWA M36 Audit by the consulting firm hired by MassDEP.

#### 4.1 Evaluation Components

A MassDEP selection committee will review applications from responding PWSs. Applications will be evaluated based, at a minimum, upon the following criteria:

- Commitment made by the applicant to actively participate in the AWWA M36 Audit and provide documentation to MassDEP of in-kind services rendered. MassDEP estimates that approximately 100 hours will be required by the PWS to complete this audit.
- Ability of the applicant to provide the necessary data to perform and complete a Level 1 or 2 Validation with a bottom-up component analysis of the AWWA M36 Audit.

- WMA permittees with recent DEP-approved high unaccounted for water (UAW) rates. Recent UAW rates are available at:  
<http://www.mass.gov/eea/agencies/massdep/water/watersheds/performance-standards-for-public-water-supplies.html>
- WMA permittees that have received an Interim Allocation from the Department of Conservation and Recreation instead of Final Water Needs Forecast because of high UAW or other accounting concerns.
- WMA permittees that have recently done work to try and improve UAW rates.
- Quality and responsiveness of the proposal including: completeness, organization, and conciseness.

#### **4.2 Proposal Format**

Proposal shall be limited to 2 pages (single-spaced, 8-1/2" by 11" sheet with 0.5" margins) and shall include the following sections:

- Proposals should include a short statement detailing how the permittee will benefit from the completion of an AWWA M36 Audit.
- A discussion of the AWWA M36 audit requested (Level 1 or 2). If a Level 2 audit is requested, please be prepared to include a copy of the final report from your most recent AWWA M36 audit.
- A discussion of available data and data gaps.
- A discussion of recent MassDEP-approved UAW values, as well as work that has been undertaken by the permit holder to improve those values.
- A commitment to providing in-kind services sufficient to allow for data to be provided and validated for a complete and accurate AWWA M36 Audit and validation (Level 1 or 2) to be performed in the timeframe allowed.
- A commitment to work with a consulting firm to complete the AWWA M36 Audit by June 30, 2017.
- A contact list including municipal contacts' email and telephone numbers.

#### **5 HOW TO SUBMIT A PAPER RESPONSE**

**INSTRUCTIONS—SUBMIT YOUR RESPONSE IN A SEALED ENVELOPE THAT IS CLEARLY MARKED WITH THE WORDS "M36 AUDIT", BY THE RESPONSE DEADLINE, TO THE FOLLOWING ADDRESS:**

Massachusetts Department of Environmental Protection  
One Winter Street  
Boston, MA 02108  
ATTN: Jennifer D'Urso  
Telephone: 617-654-6591  
Fax: 617-292-5696  
E-Mail: [jen.durso@state.ma.us](mailto:jen.durso@state.ma.us)

Proposals must be submitted in a sealed envelope and include **one (1)** original signed copy, and **four (4)** duplicate copies.

**Response Deadline**– Responses are due no later than **August 15, 2016 at 5 pm** and **MUST** be mailed or hand delivered to the address listed above. **LATE RESPONSES WILL NOT BE CONSIDERED.**